

**Functions:****Article 7 functions:**Participants

7-42-3

- Imported from invite
- Modifiable for true representation

Check

- Verify conference record is complete

Finalize

- Establish dates the IEP is in effect
- Collect signatures
- Finalize for electronic access

Report

- Print records
- Reports also available on dashboard for easy access
- Includes Summary of Performance

Service Plan

- Option to flip file into a service plan

Revise IEP

- Option to reopen a new copy with all content saved in order to make revisions

File

Purpose
Evaluation
Initiate
Eligibility
Outcomes
Goals
Provisions
Placement
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Participants
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Participants and Written Opinions

	Position	Name	Additional Title	Access After Finalization
	Public Agency Rep			[ Grant ]
	General Education Teacher			[ Grant ]
	Parent			
	Transition Service Agency Rep			[ Grant ]
	Multidisciplinary Team Member			[ Grant ]
	Student	Doe Training24		
	Teacher of Record	M J		[ Grant ]

Import Invited Individuals
Add Item
Upload File

At the conclusion of the meeting, the participation in the case conference committee is recorded. For efficiency reasons, the software brings forward the same list of individuals who were invited to the meeting , but the user must verify that this list is accurate.

Corrections of name and title can be made by clicking on the pencil next to the position that needs to be corrected. Additional members can be added to the list by selecting “Add Item”. The individuals with a scissor icon next to the name can be deleted. If a position does not have a scissors next to it, then this means that the representation was required. Members who were excused in whole or in part will also be listed here in a similar table.

Any Participants given access to the open conference is given future access to the finalized file. This access may be removed here. If a participant has a written opinion to submit, this can be uploaded or entered at this time.

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Verify that this case conference record is complete:

Location	Problem / Issue	Fix
Evaluation > Existing Data	Strengths of the student.	Record the strengths of the student.
Evaluation > Existing Data	Failed to progress	Indicate if the student has failed to make ade

The tabs of each section will turn green when all components under the tab are complete. As a second verification, the “Check” tab will display a table that identifies any required information that has yet to be completed. This table will identify the problem or issue and provide a statement of how to fix this requirement. The case conference committee report cannot be finalized until all requirements are met. However, an incomplete case conference committee report can still be printed stamped as “draft”. A report may be generated from this page to aid in the completion of the IEP.

Please note the abilities and limitations this a feature. Although it is very helpful to be alerted to the presence or absence of required components, there is no way for a computer software program to know if the IEP contains quality content. The reason for applying technology to the case conference committee process is to assist with information management and compliance awareness so that the educator has more time to engage quality professional judgment.



NOTE:

Once this case conference has been finalized no further editing may be made with the exception of changing security or creating a revised IEP. If you are sure you would like to finalize this case conference at this time, click the button below to permanently file it. The case conference will not finalize if any necessary information is incomplete as indicated on the [Error Check] tab. After clicking FINALIZE, you will be given the opportunity to update the Case Conference Date.

Effective Dates:

This IEP was written to be in effect  through

☐ Parent rejects provision of FAPE and intends to unilaterally enroll child in a non public school

Finalize

Upon finalization of a case conference committee report, a .pdf file is generated that will be dated and stored with the student's electronic file. Although a copy can be created and opened for revisions at a later date, any finalized report remains unchangeable in the student's record.

Once all case conference committee report requirements are satisfied and the document is ready to be finalized, the user enters the starting date when the IEP will be in effect. The dates that define the initiation or duration of services are not necessarily the same as the dates when the IEP is in effect. Unless there are specific circumstances that would indicate otherwise, the dates when the IEP is in effect should cover the 12-month cycle to assure that each student with a disability has an IEP in effect throughout the year. These dates will be used for compliance monitoring alerts on the dashboard once it is developed.

All appropriate consents and notifications will be produced upon finalization. If a signature pad has been activated, signatures can be collected at this time.

If the parent refuses FAPE in lieu of attendance at a non-public school, documentation to that effect will be produced upon choosing "Finalize for Service Plan". The record will be stored and a new case conference committee report will be opened and entitled "Service Plan". Adjustments can be made to the content and then finalized as a service plan. Both records will be stored in the student's historical electronic file available in the Dashboard under Student Records and the File Cabinet tab.

## Signatures

Q: Where do participants sign the IEP report?

A: It is a widely misunderstood practice that signing an IEP is a compliance requirement for the individuals attending a case conference committee meeting. Administrators who "sign off" on an IEP without being in attendance at all or part of the meeting may learn that their signature is not legally meaningful.

In comments and discussion to "Development of IEP" (34 CFR 300.324) 2006 IDEA Part B regulations it says, ""There is nothing in the Act that requires IEP members to sign the IEP and we believe it would be overly burdensome to impose such a requirement."

School personnel should understand that the documentation of the IEP meeting is no more meaningful or binding if it contains the signatures of all those who contributed to the decisions. From the perspective of the Division of Exceptional Learners, it is assumed that the finalized case conference committee report contains an accurate record of all those in attendance. Unless there is evidence of the contrary, the report is the documentation of participation.